



Improving America's Schools Act (IASA)

FY 2002 Carry-Over Final Report DIRECTIONS



Improving America's Schools Act (IASA)
Fiscal Year 2002
Carry-Over Final Report
DIRECTIONS

The following pages **must** be submitted for the FY 2002 IASA Carry-Over Final Report:

- Title Page.
- Status Report.
- Budget Summary – Report actual expenditures incurred during the carry-over project period.
- Budget Detail – Report actual expenditures incurred during the carry-over project period.
- Budget Detail – Administrative Expenditures – Report administrative expenditures incurred, *if applicable*.
- Federal Equipment Inventory – Complete if equipment was purchased.

<i>FINAL REPORT – TITLE PAGE</i>

- Check appropriate box to indicate if LEA is an individual applicant or a consortium applicant.
 - Complete project code with LEA's four-digit district code.
- Items 1-4. Complete all identifying information.
- Item 5. Enter the carry-over amount for each Title from the LEA's approved FY 2002 carry-over application.
- Item 6. Enter the amount expended for each Title during the carry-over project period (9/1/2002 - 8/31/2003).
- Item 7. Subtract the amount in item 6 from the amount in item 5 and enter the difference.
- Item 8. Enter the unexpended balance amounts from item 7 to be returned to NJDOE. Enclose a check for the indicated amount payable to ***Treasurer, State of New Jersey***, and submit with a copy of the first page of the report to:
- Office of Budget and Accounting**
Revenue and Grant Services
PO Box 500
Trenton, NJ 08625-0500
- Item 9. Total each column.
- Item 10. Provide a brief, but specific, description of why all funds were not expended/obligated within the carry-over project period. This **must** be completed if funds are indicated in item 7.
- Item 11. Signature of Board Secretary and date.
- Item 12. Signature of Chief School Administrator and date.

FINAL REPORT – STATUS REPORT

Complete identifying information including project code with LEA's four-digit district code.

Goal/Objective/Activity Code: Indicate the codes from the originally approved carry-over application or subsequently approved amendment(s) for all approved activities.

Status of Objectives Based on Evaluation Plan Results: Describe the LEA's progress toward meeting all of the *measurable objectives and performance standards* described in the approved carry-over application or subsequently approved amendment(s). Briefly describe the activities completed and the results obtained during the carry-over project period. Specific reference should be made to the elements outlined in the approved evaluation plan. The Status Report for the prior year's carry-over should reflect only those funded activities.

BUDGET SUMMARY – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- By expenditure category, indicate the amounts *expended* during the carry-over project period. Enter subtotals and total amounts. Round off to the nearest dollar.
- The Grand Total for all expenditures must equal the expended amount entered on the Title Page, item 6.
- The LEA Business Administrator **must** sign and date this page.

BUDGET DETAIL – FINAL REPORT – EXPENDITURES

- Complete the identifying information including project code with LEA's four-digit district code.
- Provide detail to match entries on the Budget Summary page. Include the expenditure categories for the activities supported by the project, the function/object codes, a description of the expenditure, and the amount expended. Round off to the nearest dollar. **Note:** The equipment threshold is \$2,000.
- Where salary is allocated for TPAF employees, **ensure the FY 2003 minimum percentage for TPAF/FICA (7.65%) has been expended/obligated for object code 200-200.** For those employees working for more than their base salary (i.e., stipends), an additional 7.65 percent of the wages in excess of the base salary must be budgeted for FICA.
- The totals for each GAAP code must match the totals listed on the Budget Statement – Expenditures, Page 3.
- The Grand Total must equal the amount listed on the Title Page, item 6 and the Grand Total on the Budget Statement – Expenditures page.
- The LEA Business Administrator **must** sign and date each budget expenditure page.

BUDGET DETAIL – FINAL REPORT – ADMINISTRATIVE EXPENDITURES

- Follow the same directions as the Budget Detail – Final Report – Expenditures page. Show *only* administrative costs incurred.
- **Note:** Administrative costs expended (for both original and carry-over project periods) must not exceed 5% of the original approved award of any Title.
- The LEA Business Administrator **must** sign and date this page.

FINAL REPORT – FEDERAL EQUIPMENT INVENTORY

- Complete identifying information including project code with LEA's four-digit district code.
- The total of the unit acquisition costs listed must equal the equipment costs listed on the Budget Summary and Budget Detail pages, expenditure categories 400-731 and 400-732. The equipment threshold is \$2,000.
- If the equipment does not have a serial number, an identification number must be assigned.
- For items partially funded, indicate the total unit acquisition cost, the IASA cost *by each Title* and the percentage of IASA funds utilized by Title.
- The LEA Business Administrator **must** sign and date this page.